

# Grant Management Application & Planning System (GMAP) Guide

TITLE I, PART D, SUBPART 2 – LOCAL EDUCATIONAL AGENCY

Use any browser <http://gmap.education.ky.gov/>

**1. Sign-in**

**2. Enter your email address and password.**

**3. Submit**

The screenshot shows the GMAP Sign-in page. On the left is a navigation menu with items like GMAP Home, Search, KDE Resources, and GMAP Sign-In (highlighted). The main content area has a header for 'Grant Management Application and Planning System Home' and an 'Announcements' section. Below the announcements is a 'Sign-In' form with fields for 'Email Address' (containing 'amber.skaggs@education.ky.gov') and 'Password'. A 'Forgot your password?' link is below the password field, and a 'Submit' button is at the bottom right. Yellow callout boxes with numbers 1, 2, and 3 point to the 'GMAP Sign-In' menu item, the email and password fields, and the 'Submit' button respectively.

If you have forgotten your password, then use the “Forgot your Password” link to reset password.

**4. Click on the associated organization name or select “Funding Applications” from the Main Menu to go to the grant application.**

The screenshot shows the 'Grant Management Application' page. The left navigation menu includes 'Funding' and 'Funding Applications' (highlighted). The main content area shows 'Pulaski County (501) Public District - FY 2018' and a table with 'Associated Organizations'. The table has a header 'Organization Name' and a row for 'Pulaski County' (highlighted). A yellow callout box with number 4 points to the 'Pulaski County' entry in the table.

The left menu allows for quick navigation between GMAP components. You can hover over menu items to view sub-menus.

**Funding Applications**

Pulaski County (501) Public District - FY 2018

2018 ▾ All Active Applications ▾

**5. Click "Consolidated" to go to the Consolidated Application.**

District Funding Assurances	Status	Status Date
District Funding Assurances	Not Started	6/08/2017
District Funding Assurances	Not Started	6/08/2017

Entitlement Funding Application	Revision	Status	Status Date
<u>Consolidated</u>	0	Draft Started	4/3/2017
IDEA	0	Draft Started	4/18/2017
Perkins	0	KDE Perkins Consultant Approved	6/6/2017

**Competitive Funding Application**

There are no matching Competitive applications for this fiscal year.

The year represents the end of the Fiscal Year. **Use 2018.** You can search for earlier years and earlier versions.

Sections is the launching point to the pages of the application.

**Sections**

Pulaski County (501) Public District - FY 2018 - Consolidated - Rev 0

Application Status: Draft Started

Change Status To: Draft Completed

**Status Area**

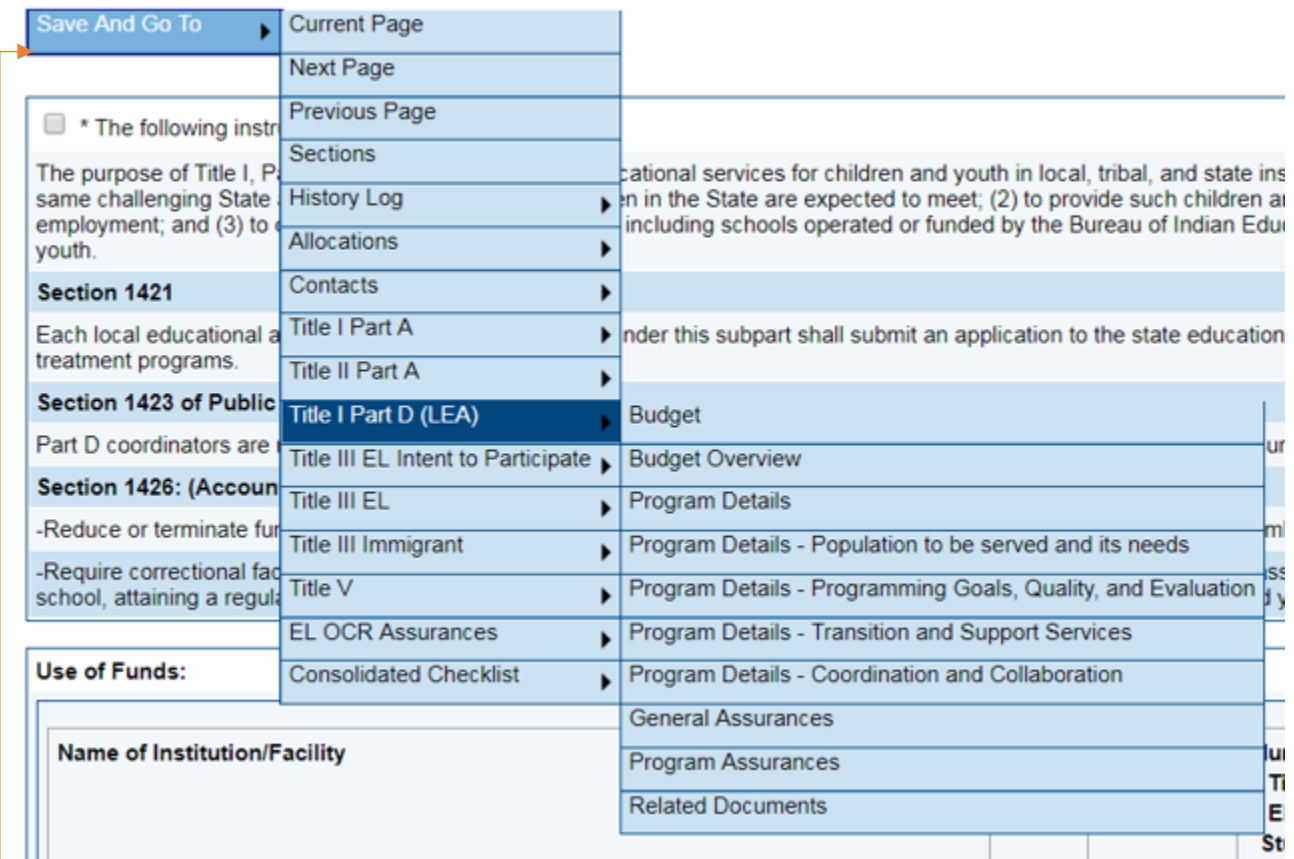
**Information Bar**

**Links to individual pages**

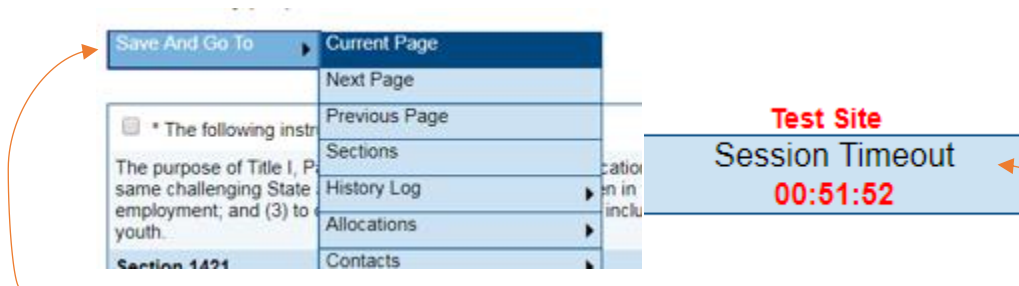
**Collapse/expand sections**

Description (View Sections Only View All Pages)	Validation	Print Select Items
All	Messages	Print
History Log		Print
History Log		Print
Create Comment		
Allocations		Print
Allocations		Print
Contacts	Messages	Print
Contacts	Messages	Print
Title I Part A	Messages	Print
School Eligibility		Print
Title I-A Allocation Summary		Print
District Set Aside		Print
Program Description		Print
Districtwide		Print

The first version of an application is Rev 0. It will show revision changes after Rev 0. "Messages" indicate pages that have errors. "Warnings" are only advisory and will not prevent submission of the application. Red "Error" must be resolved before the application can be submitted.



The Navigation Button allows you to save your work, navigate within the application and access any page. “Go To” is used on pages with no data entry.



Be sure to **SAVE YOUR WORK**. There is a 60-minute session time-out between saves. The time-out clock is located under the menu and shows time remaining. It automatically saves and resets to 60 minutes when you move to another page. Click on “Save and Go To” - “Current Page” to save and reset the time-out clock to continue working on the same page. **Work on current page will be lost if time-out clock goes past 60 minutes without saving.**

## BUDGET

<a href="#">Budget By Object Codes</a>	
<a href="#">Modify</a>	Program Budget
<a href="#">Budget By Categories</a>	
	<b>Object Code</b>
<a href="#">Modify</a>	0110 - Certified Services (Contract)
<a href="#">Modify</a>	0111 - Extended Days (Contract)
<a href="#">Modify</a>	0112 - Extra Duty (Contract)
<a href="#">Modify</a>	0113 - Other Certified (Not part of the Contract)
<a href="#">Modify</a>	0120 - Certified Substitute
<a href="#">Modify</a>	0130 - Classified Salaries
<a href="#">Modify</a>	0140 - Overtime
<a href="#">Modify</a>	0150 - Classified Substitutes

You can budget by Category or Object Codes. To change the view click on “Budget by...” Click on “Modify” to begin working. If you do not see the word “Modify,” the application is not in “Draft Started” status or you do not have permissions. Only codes allowable for the grant type will be displayed.

Program Budget ▾

[Add Item](#)

Always use “Add item” for a new entry. Select “Object Code” from the drop down list.

Program Budget ▾

[Add Item](#)

Remove	Category	Object Code	Optional Location Code	Quantity	Cost	Line Item Total
	Program Budget			1	\$0.00	\$0.00
		0110 - Certified Services (Contract)				
		0111 - Extended Days (Contract)				
		0112 - Extra Duty (Contract)				
		0113 - Other Certified (Not part of the Contract)				
		0120 - Certified Substitute				
		0130 - Classified Salaries				\$0.00

Enter the total amount in “Cost” and write the description in the “Narrative Description.” Be sure to SAVE.

## PROGRAM DETAILS

**1. Read and then mark the box.**

**2. Complete the "use of funds" chart.**

**3. If you need help.**

Session Timeout: 00:50:29

Name of Institution/Facility	Grades Served	Total Number of Classrooms	Number of Title I-D Eligible Students Enrolled in School at Time of Application	Estimated Number of Title I-D Students Participating in the Project This Year	Number of Personnel to be hired (FTE) using Title I Part D funds.				+Use of Funds - See descriptions below. Check all that apply					Allocation	Name of Person Responsible for Transition Services
					Teachers	Educational Assistants	Other	Other (specify)	1	2	3	4	5		
Select...															
Total: \$ 0.00															

**+ Use of Funds Key**

1. Educational programs meeting the unique academic needs of participating children and youth
2. Health and social services to improve the likelihood of academic success for participating children and youth
3. Dropout prevention programs
4. Transition services for children and youth returning to local schools from correctional facilities or entering employment or postsecondary education
5. Programs providing mentoring and peer mediation

Select the facility from the drop down list. If help is needed, select "Help for Current Page" from the menu or contact your N & D coordinators. Be sure to **save your work** periodically before time runs out.

**4. Complete the narratives to answer the questions completely.**

Session Timeout: 00:59:43

All questions for Program Detail pages are required. Use NA if not applicable

\* 1. Describe the program to be funded. Your description should include the type of program, program goals, capacity, placement of students, length of stay, and information on where educational services are provided (facility, LEA, etc.). Statute Section 1423(1)

\* 2. Describe the characteristics of the children and youth to be served by the program. Your description should include age, gender, learning difficulties, substance abuse problems, and other special needs. Statute Section 1423(5)



## Assurances

**1. Read the general and program assurances. Then mark the box.**

Assurance is hereby provided that:

- The programs and services provided under this grant will be used to supplement services and not supplant funds from non-federal sources.
- The programs and services provided with this grant will be used to supplement services and not supplant funds from non-federal sources.
- Administration of the program, activities, and services covered by this application will be in accordance with all applicable state and federal statutes, regulations, program plans, and the approved application.
- The activities and programs that will be performed under this grant will be used to supplement services and not supplant funds from non-federal sources.
- The district will require the entity and its principals involved in any subgrant covered transaction paid through federal funds, that requires such certification, to ensure that they are not debarred, suspended, proposed for debarment, declared ineligible, or otherwise restricted from participating in a federal department or agency. (EDGAR-Part B5)
- The local educational agency (LEA) will evaluate its program periodically to assess its progress toward achieving its goals and objectives and use its evaluation results to refine, improve, and strengthen its program and to refine its goals and objectives.
- The LEA will submit to the department such information, and at such intervals, that the department requires to complete state and/or federal reports.
- The school district will cooperate in carrying out any evaluation of this program conducted by or for the state education agency, the secretary, or other federal officials.
- The school district will comply with civil rights and nondiscrimination requirement provisions and equal opportunities to participate for all eligible students, teachers, and other program beneficiaries.
- The school district will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal funds received and distributed under this program.
- The school district will (a) make reports to the Kentucky Department of Education (KDE) and the U.S. Secretary of Education as may be necessary to enable the state and federal departments to perform their duties under this program information, and afford access to the records, as the KDE or the U.S. Secretary of Education may find necessary to carry out their duties.
- Each agency receiving funds under this grant shall use these funds only to supplement, and not to supplant, state and local funds that, in the absence of such funds, would otherwise be spent for activities under this section.
- The applicant will file financial reports and claims for reimbursement in accordance with procedures prescribed by the Kentucky Department of Education.
- No board or staff member of an LEA will participate in, or make recommendations with respect to, an administrative decision regarding a program or project if such decision can be expected to result in any benefit or remuneration, salary, fee, brokerage fee, consultant fee, or other benefit to him or her or any member of his/her immediate family.
- The school district will adopt and use proper methods of administering such program, including (a) the enforcement of any obligations imposed by law on agencies, institutions, organizations, and other recipients responsible for carrying out the program operations that are identified through audits, monitoring, or evaluation.
- The school district will administer such funds and property to the extent required by the authorizing statutes.

## Related Documents

Go To

**Required Documents**

This page is currently not accepting Related Documents.

Two required documents need to be uploaded in this section, the needs assessment and any interagency agreements/MOAs.

**Document/Link**

[Upload New](#)

### Documents without a template:

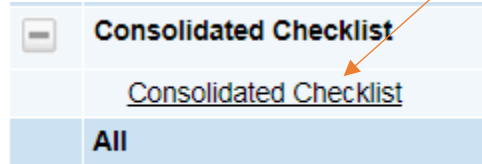
- Click "Upload New" to upload a document.
- Choose "File" and locate the file from your computer. Any file can be uploaded (Word, Excel, pdf, text).
- Give the document a name that makes it easily identifiable.
- Click "Create."

### Documents with a template:

- Click on the template name to download the template.
- Complete the template.
- Save the completed template.
- Click "Upload New" to upload a document.
- Choose "File" and locate the file from your computer.
- Give the document a name that makes it easily identifiable.
- Click "Create."

## Returned Applications

Email will be sent to notify of returned application. Go to “Consolidated Checklist” to view needed corrections.



Sections marked “Attention Needed” have comments from KDE Program staff.

17. Title I, Part D Program Budget	Not Reviewed
1. Are the goals, program description, and budget aligned?	
2. Exact funding amounts listed, all funding earmarked w/ MUNIS code.	
3. Description of items to be purchased. *Supplies should not be listed in one broad category	
4. Salaries listed with position and percentage of time.	
18. Title I, Part D Program Details	Not Reviewed
1. Instructions have been marked read.	
2. Use of funds chart is filled in completely.	
19. Title I, Part D Program Details - Population to Be Served and Its Needs	Not Reviewed
1. Description of the program to be funded. (Type of program, Program goals, Capacity, Placement of students, Length of stay, Educational services) [Title I, Part D, statute Section 1423.1]	
2. Description of the characteristics of the children and youth to be served by the program. (Age, Gender, Learning difficulties, Substance abuse problems, Other special needs) *Children and youth who will be served may include those returning from correctional facilities and other students who are at risk. [Title I, Part D, statute Section 1423.1]	

Use the “View Change Log” to see changes from any point in the application process. Changes identified by action taken (Delete, Update, Insert), detail of change, user making the change and a time stamp.

[View Change Log](#)

**Description ( View Section )**

**All**

**History Log**

**Change Log**

Warren County (571) Public District - FY 2017 - Perkins - Rev 0

[Return to Sections Page](#)

The Change Log allows a user to view all changes that have occurred within this original application or revision. By selecting one of the statuses below, you will be presented with a list of all changes that occurred after that status change date for this original application or revision.

KDE Perkins Consultant Refused Not Approved - 2/10/2016 5:30:29 PM x

Draft Completed - 2/10/2016 5:33:01 PM

**KDE Perkins Consultant Refused Not Approved - 2/10/2016 5:28:02 PM**

District Superintendent Approved - 2/10/2016 5:16:15 PM

District Finance Officer Approved - 2/10/2016 5:16:09 PM

Draft Completed - 2/10/2016 5:16:03 PM

Draft Started - 2/10/2016 1:46:03 PM

Not Started - 2/2/2016 4:44:48 PM

Item Type	Related Documents	Action Name	Item Name	User	Date
Perkins Secondary - Related Documents	Insert	A Perkins Advisory Committee related document type with the name of "Advisory committees 2017" was added.		Mike Crawford	2/10/2016 5:31:57 PM
Perkins Secondary - Advisory Committees	Insert	Advisory Committee will be submitted through a related document to now selected.		Mike Crawford	2/10/2016 5:31:28 PM
Perkins Secondary - Budget	Update	Update to Perkins Secondary - Budget - Technology Software - Warren County - Equipment/Software - Description changed from "Specs, add-on software" to "Add-on Software, Document scanners, and desktop computers". Amount changed from \$10,029.00 to \$37,000.00. Total updated to \$37,000.00.		Mike Crawford	2/10/2016 5:30:07 PM
Perkins Secondary - Budget	Insert	Budget Created: Perkins Secondary - Budget - Technology related Hardware - Warren County - Equipment/Software - Total updated to \$13,026.00.		Mike Crawford	2/10/2016 5:30:07 PM
Perkins Secondary - Budget	Update	Update to Perkins Secondary - Budget - Registration Fees - Warren County - Support Services - Description changed from "Registration to conferences; Travel to FOCCLA, FELA, and FFA Conference" to "Registration to conferences". Amount changed from \$14,950.00 to \$7,450.00. Total updated to \$7,450.00.		Mike Crawford	2/10/2016 5:28:02 PM
Perkins Secondary - Budget	Insert	Budget Created: Perkins Secondary - Budget - Warren County - Support Services - Total updated to \$7,500.00.		Mike Crawford	2/10/2016 5:28:02 PM



## New Versions

A version is created when changes are needed for an Approved application. New allocation for an “Approved application will create a new version. The district can initiate a new version at any time. The “Sections” page has a column indicating changes from the previous version.

	Revision	Validation
	<a href="#">Details</a>	<a href="#">Messages</a>
	<a href="#">Details</a>	
	<a href="#">Details</a>	
	<a href="#">Details</a>	<a href="#">Messages</a>
	<a href="#">Details</a>	
	<a href="#">Details</a>	

**Sections Page**

**Sections**

Title I Part A Original amount changed from \$3,401,328.00 to \$3,400,904.00.

Title II Part A Original amount changed from \$521,341.00 to \$558,213.00.

Title III LEP Original amount changed from \$25,993.00 to \$25,785.00.

**I Part A**

**Set**

Cost was updated from \$166,154.72 to \$165,730.72 for Budget Detail record Object Code 0110 Certified Services - (Contract - Category Administrative director salary and benefits, 1.0 administrative assistant salary and benefits.)

Narrative Description was updated from Funds used to address the needs of teachers who do not meet highly qualified status. Additional funds have been allocated to assist with a plan for tutoring, Praxis testing, and registering for the appropriate coursework to obtain H-Q status to Funds used to assist with a plan for tutoring, Praxis testing, and registering for the appropriate coursework to obtain H-Q status to Funds used to assist with a plan for tutoring, Praxis testing, and registering for the appropriate coursework to obtain H-Q status.

**Set Aside and Overview**

Amount for the set aside: Reservations and Other Instructional Initiatives - Administrative Costs: "changed from \$166,154.72" to \$165,730.72."

**II Part A**

**Set**

Cost was updated from \$395,138.21 to \$430,136.36 for Budget Detail record Object Code 0110 Certified Services - (Contract - Category Professional (FTE) Instructional Behavioral Coaches. This district level team will deploy into the schools to build teacher capacity with Response to Intervention (RTI).)

Cost was updated from \$45,773.00 to \$47,446.85 for Budget Detail record Object Code 0110 Certified Services - (Contract - Category Recruitment (FTE) A.S. district recruiter who works with schools, postsecondary educational institutions and other recruiting agencies (such as Troops to Teachers).

**Set Aside**

Value in the 'Description' column of the 'Entry Row 1' row in the 'Title II-A Activities' table has been changed.

Value in the 'Description' column of the 'Entry Row 2' row in the 'Title II-A Activities' table has been changed.

Value in the 'Amount' column of the 'Entry Row 3' row in the 'Title II-A Activities' table changed from \$395,138.21 to \$430,136.36.

Value in the 'Amount' column of the 'Entry Row 5' row in the 'Title II-A Activities' table changed from \$45,000.00 to \$47,446.85.

Value in the 'Description' column of the 'Entry Row 6' row in the 'Title II-A Activities' table has been changed.

**Table Services for Private Schools**

## Status Sequence

- Not Started
- Draft Started
- Draft Completed
- District Finance Officer Approved or Returned Not Approved
- District Superintendent Approved or Returned Not Approved
- KDE Consolidated Consultant Approved or Returned Not Approved

## Printing

- From the “Sections” page, select pages to print
- Click on “Print”

<b>Title I Part D (LEA)</b>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Budget</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Budget Overview</a>		<a href="#">Print</a>
<a href="#">Program Details</a>	<a href="#">Messages</a>	<a href="#">Print</a>
<a href="#">Program Details - Population to be served and its needs</a>		<a href="#">Print</a>
<a href="#">Program Details - Programming Goals, Quality, and Evaluation</a>		<a href="#">Print</a>
<a href="#">Program Details - Transition and Support Services</a>		<a href="#">Print</a>
<a href="#">Program Details - Coordination and Collaboration</a>		<a href="#">Print</a>
<a href="#">General Assurances</a>		<a href="#">Print</a>
<a href="#">Program Assurances</a>		<a href="#">Print</a>
<a href="#">Related Documents</a>		<a href="#">Print</a>

- Enter the name for print product

GMAP Home  
Administer  
Search  
Reports  
Inbox  
Planning  
Funding  
Grant Summary  
District Document Library  
Address Book  
KDE Resources  
Help for Current Page  
Contact KDE  
GMAP Sign Out

## Print Request

**KDE test district (1000) Public District - FY 2018**

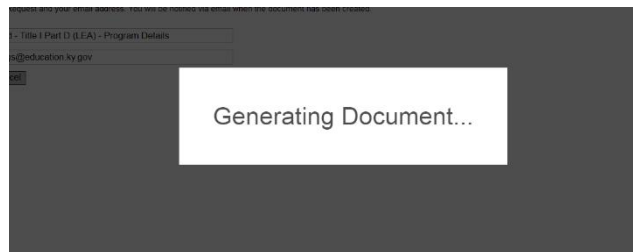
When printing large documents, it is sometimes necessary to store them in a "Print Repository" to speed up the GMAP System.

Please enter a name for the Print Request and your email address. You will be notified via email when the document has been created.

**Document Name:**

**Email Address:**

- Go to KDE Resources
- Open pdf
- Print or Save from PDF



GMAP Home  
Administer  
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Grant Summary  
District Document Library  
Address Book  
KDE Resources  
Help for Current Page  
Contact KDE  
GMAP Sign Out

## KDE Resources

**KDE test district (1000) Public District - FY 2018**

Below is your list of Print Requests.

Print Request Name	Request Date	Expiration Date	
<a href="#">Consolidated - Title I Part D (LEA) - Program Details.pdf</a>	6/28/2017 2:13:36 PM	7/3/2017 2:13:36 PM	<a href="#">Delete</a>

**KDE Resources Search**

Choose Keyword:

Or Enter Text:

Below are the KDE Resources. Expand the nodes to view the folders and documents

**KDE Resources** [\[Expand All\]](#) [\[Collapse All\]](#)

- ✚ User Access Administrators
- ✚ GMAP Application Training (All Users)

Skaggs, Amber  
Production  
Session Timeout  
00:00:00